



Middle School DECA Checklist and Timeline

How to Set Up and Obtain Support for Program

- Assemble a leadership team of both high school DECA members and a local chapter advisor to discuss preliminary plans of a middle school DECA program
 - Tips to choosing high school DECA leadership team:
 - Enthusiastic, responsible, and outgoing individuals
 - Able to attend meetings
 - Start small
 - One suggestion, schedule middle school meetings to align with high school DECA chapter meetings
 - Recommendation: Once a month--Total of 3 meetings (November, December, and January)
 - Program runs from September to January (Shortened year)
 - Possibly attend a middle school DECA competition (For Example, District 4 hosted one last January--maybe your assigned district will host a middle school competition too!)
- Contact middle school business and marketing educators to obtain interest in starting a DECA program
 - Initial contact made by local DECA advisor
 - High school students conduct presentation to middle school educator
- Once you obtain support from the middle school business & marketing educators, contact middle school administrators to get permission to start the program
 - Initial contact made by local DECA chapter advisor
 - High school leadership team then conduct a presentation to administrators
 - Suggestion: Upon approval from middle school educators and administrators, have high school leadership team conduct presentation to school board



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How to Implement Middle School DECA Program

- Create promotional materials to market program to students
 - Examples of promotional materials include (not limited to):
 - Posters
 - Announcements
 - Social media
 - School website
 - Other
- Promote the middle school DECA program within the classroom and throughout the middle school
 - Schedule your first middle school chapter meeting
 - Select appropriate meeting time and location (possibly align with high school chapter meeting schedule)
 - Develop meeting agenda *reference additional resources*
 - Suggestions for a successful meeting may include:
 - Create team building or ice breaker activity
 - Provide free food at meeting - Always attracts more students!
 - Learn about upcoming events and activities
 - Practice m/c tests and role plays *reference additional resources provided by WI DECA*



Timeline to Implement Initiative

October 2014

- Assemble high school DECA leadership team
- Contact business and marketing educators at middle school
- Contact middle school administrators
- Develop promotional materials
- Promote organization within middle school
- Schedule first chapter meeting

November 2014

- Host first chapter meeting
- Schedule first chapter event

December 2014

- Host first DECA event
- Host second chapter meeting
- Prepare for competition at chapter meeting

January 2015

- Host third chapter meeting before attending competition
- Prepare for competition at chapter meeting
- Attend middle school DECA district competition (If available)
- Final awards and closing meeting will happen at district competition

February-June 2015

- The sky is the limit! It is up to you to expand and grow your middle school DECA chapter!